



## **STREETS SUPERVISOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the work of crews and subcontractors involved in street sweeping, and street maintenance activities.

### **Supervision Received and Exercised:**

Receives direction from an Assistant Streets Superintendent or other supervisory or management staff.

Exercises direct supervision over assigned maintenance staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of staff involved in maintenance work relating to streets, alleyways, downtown facilities, bike paths, bridges, and street sweeping.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for work procedures; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in preparation of the section budget; monitor and control expenditures.
- Assist in the preparation of bid specifications on refuse containers and equipment, street maintenance and street sweeping equipment; inspect, test, and evaluate incoming supplies and equipment.

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- Review a variety of plans for correctness and compliance with City and County codes, specifications, and details, including paving and concrete installation plans.
- Participate in the review and processing of private development projects to determine their impact on City Streets services.
- Inspect, coordinate, and direct work performed by paving and construction contractors under contracted services contracts.
- Coordinate inspection work with other City departments.
- Coordinate the preparation and processing of payments for contracted services.
- Coordinate and process necessary funding adjustments to maintain project funding in accordance with contractual approvals.
- Prepare correspondence and maintain contact with outside agencies and organization.
- Investigate complaints and requests for service from the general public, accidents, property damage claims, and recommend corrective actions as necessary to resolve issue.
- Coordinate section activities with other divisions, other city departments, and with outside agencies and construction contractors; may monitor various contracts for the City.
- Operate equipment as required utilizing proper safety precautions related to all work performed.
- Maintain accurate records of work performed, materials and equipment used, and associated work; requisition supplies and materials; may assist in the billing and reconciliation of street billing accounts.
- Perform related duties as assigned

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

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Three years of experience in street/field maintenance activities, including one year of lead responsibility or monitoring the work of contractors.

**Training:**

Equivalent to completion of the twelfth grade supplemented by additional post high school coursework or training in streets maintenance or construction technology relevant to area of specialization. Requires ability to read and write at a level necessary for satisfactory job performance.

**Licenses/Certifications:**

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8985**

**Salary Range: 31**

**FLSA: Non-Exempt**